

CGI Federal Inc.

Updated Business Requirements Matrix Documentation for Budget Formulation and Performance Management (BF/PM) solution

A Deliverable for

EPA Contract EP-W-07-024
Financial System Modernization Project (FSMP)
Task Order #6

Prepared for:

U.S. Environmental Protection Agency (EPA)
Office of the Chief Financial Officer (OCFO)
Office of Research and Development (ORD)

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Revision Log

Date	Version No.	Description	Author	Reviewer	Review Date
3/13/2009	1.0	Initial draft	Team CGI	EPA BF/PM Stakeholders	Initial review: 3-16-09
3/19/2009	1.5	Updated draft	Team CGI	EPA BF/PM Stakeholders	Final review: 3-25-09
4/20/2009	2/0	Final Draft	Team CGI	EPA BF/PM Stakeholders	N/A

1 Introduction

This document is developed as part of CGI's effort to support the Environmental Protection Agency (EPA) in closing the major Performance Budgeting¹ (PB) system functionality gaps identified at the FSMP Product Acceptance Test (PAT) working sessions; along with activities brought forth during EPA's evaluations and joint EPA-CGI discussions held subsequently.

1.1 Project (Task Order) Objective

The project objective is to close the major functionality gaps surrounding critical Budget Formulation and Performance Management (BF/PM) processes and activities at EPA. The supporting objectives are as follow:

1. Confirm and document current and improved strategic planning and budget formulation functionality across the Agency.
2. Analyze and identify functional gaps between EPA's Budget Automation System (BAS) and Integrated Resource Management System (IRMS) applications and Momentum Performance Budgeting (PB) module.
3. Deliver a document that provides appropriate level-of-effort (LOE) and pricing information for Momentum PB enhancements and additions.

1.2 Document Purpose and Scope

This document is created in response to EPA's request for CGI to provide a high-level business requirements document describing a Budget Formulation and Performance Management (BF/PM) solution that is technology/vendor-independent².

Prior to developing this requirements document, CGI and EPA held a number of working sessions to confirm/document current and improved BF/PM functionality. The goals of these working sessions were as follows:

- Allow EPA BF/PM stakeholders and CGI to further clarify and add additional detail/emphasis to current requirements where needed;
- Provide the opportunity to apply necessary changes to requirements that may result from reconciling OCFO and Program (e.g. ORD) processes and approaches;
- And, provide EPA BF/PM stakeholders the window of opportunity to add new critical requirements or delete "obsolete" requirements.

¹ CGI's Momentum Module/Solution for Budget Formulation and Performance Management.

² All attempts have been made in using mostly business terminology and business language while describing the requirements in this document.

CGI views the activities (working sessions) of defining and understanding business requirements as an integral part of early scope definition and analysis. It is important to understand the requirements in sufficient detail to avoid misinterpreting them.

The objective of this document is to capture the requirements discussed and agreed to during these working sessions and during meeting minutes' reviews. This document does not replace the necessary system design and use case documentation – to be created during the Design and Implementation Phase; it is meant to provide the necessary framework for a successful BF/PM system design (supporting additional functionality and enhancements).

1.3 Document Resources/References

This section lists resources (documentation and meetings) involved in gathering, confirming and validating the requirements:

#	Name	Source
1	Documentation: EPA Strategic Plan Management and Budget Formulation Product Acceptance Test (PAT) Scenarios (including RFP Requirements)	EPA (OCFO, ORD, and represented Regions)
2	Documentation: EPA stakeholders' feedback from the PAT PB working sessions	EPA (OCFO, ORD, and represented Regions)
3	Documentation: BAS User Guide 08_2008	KeyLogic BAS Support Team
4	Documentation: IRMS 5.9 User Manual_ORD	CGI IRMS Support Team
5	Documentation: The "As-Is" and preliminary "To-Be" Process Maps drafted as part of the FSMP program effort	FSMP BPR Team
6	Documentation: Report of the Performance Data Model Workgroup (November 2007)	EPA (OB/OPAA)
7	Documentation: Performance Data Mart Requirements and issues 01-16-2009 for CGI	EPA (OB/OPAA)
8	Documentation: The Performance Data Model Workgroup Presentation	EPA (OB/OPAA)
9	Meetings: Multiple meetings between CGI and KeyLogic during which BAS was demonstrated live and BAS functionality was discussed	KeyLogic and CGI
10	Meetings: Multiple meetings between CGI and KeyLogic during which IRMS was demonstrated live and IRMS functionality was discussed	KeyLogic and CGI
11	Meetings and Documentation: BF-PM Analysis Kick-Off meeting with EPA senior sponsors and stakeholders during which we reviewed task activities and concurred on approach	EPA, KeyLogic, CGI
12	Meetings and Documentation: Working Sessions (1 – 6) Presentation Deck	Working Sessions completed
13	Meetings and Documentation: Meeting Minutes produced from Working Sessions held	Meeting Minutes documented

1.4 Key Project Stakeholders (Intended Audience)

The intended audience for this document are EPA staff who are the business owners (primary stakeholders) of the proposed BF/PM solution. The following comprises the primary stakeholders whose requirements are represented by this document:

#	Stakeholders	EPA Office/Program
1	Jackye Herzfeld	OCFO – Office of Budget (OB)
2	Janet Remmers	OCFO – Office of Budget (OB)
3	Dana Bruce	Office of Research and Development (ORD)
4	Jamie Lang	Office of Research and Development (ORD)
5	Billy Faggart	Office of Planning, Analysis and Accountability (OPAA)
6	David Patton	Office of Technology Solutions (OTS)

In addition, this document is meant for review by the Regional representatives and other OCFO staff who also participated in one of more of the Working Sessions. All End-Users of the current Budget Automation System (BAS) and Integrated Resource Management System (IRMS) applications will find the information in this document useful as these business requirements provide the foundation for what the new BF/PM system will do and how users will interact with the system.

1.5 Key Assumptions

This section describes the major assumptions that were made prior to or during the business requirements gathering, confirmation and documentation.

#	Assumptions
1	EPA made available the needed EPA subject matter experts (SMEs) responsible for the BF/PM activities/process, per an agreed upon schedule, to participate in working sessions.
2	The BF/PM owners/SMEs identified by EPA have a full and complete understanding of the specific processes and systems related to current and future BF/PM activities.
3	EPA made available relevant system documentation covering the BF/PM lifecycle at EPA – providing CGI the necessary inventory of documentation CGI to prepare for the project (task order).
4	Given that this effort is proposed on a no-cost basis to EPA, the resources assigned, the task activities managed, and the deliverables produced are not subject to the defined FSMP Quality Assurance Surveillance Plan (QASP). However, CGI will continue to adhere to CGI-standard and CMMI quality processes currently employed to support the FSMP implementation.

#	Assumptions
5	This document does not replace the necessary system design and use case documentation that will be defined during the Design and Implementation Phase. These BF/PM requirements are meant to provide the necessary framework for a successful system design (functionality additions and enhancements).
6	The new BF/PM solution (new system) must take into consideration the ease of effort and time to do the same tasks currently performed in BAS and IRMS. In addition, the proposed combination of BAS and IRMS functionality in one platform - will not add any inefficiencies or complications or create additional work for the OCFO Budget Office or ORD users.

2 Summary of Working Sessions

This section captures items/topics that were discussed during the working sessions and meeting minutes' reviews held, which provided for the requirements listed in this document.

2.1 Working Sessions Held

The following table provides the list of Working Sessions held, the topics discussed and the attendees present for each session. Meeting Minutes were also recorded for each working session; including a list of new or modified system requirements. The Meeting Minutes including system requirement details were reviewed, amended and approved by Working Session Attendees.

#	Meeting Date	Topics Discussed (Groupings of Requirements Covered)	Attendees	Notes
1	1-23-09	<ul style="list-style-type: none"> Working Sessions Overview; Budget / File Version Concept, Security Reference / Data Import, Budget Creation and Management 	Dana Bruce, EPA/ORD Jamie Lang, EPA/ORD Jackye Herzfeld, EPA/OB Janet Remmers, EPA/OB Becky Higgins, EPA/OAR Billy Faggart, EPA/OB/OPAA Russell Harmon, EPA/Region 10 Mara Notbusch, EPA/Region 5 Meridith Sebring, EPA/OB Jeff Johnston, KeyLogic Paul Ehrhardt, CGI Candice Ling, CGI Annalena Winer, CGI	To kick-off the first Working Session - Participants were introduced to Topics to be discussed, proposed Schedule, Requirement Groupings and Ground Rules for Success
2	2-4-09	<ul style="list-style-type: none"> Ceilings / Floors Formulation Reprogramming Key Program Edit / Browse Alert / Notification 	Dana Bruce, EPA/ORD Jamie Lang, EPA/ORD Jackye Herzfeld, EPA/OB Janet Remmers, EPA/OB Billy Faggart, EPA/OB/OPAA Russell Harmon, EPA/Region 10 Meridith Sebring, EPA/OB Kathy Kelly, EPA/Region 10 Jeff Johnston, KeyLogic Paul Ehrhardt, CGI Annalena Winer, CGI	
3	2-26-09	<ul style="list-style-type: none"> Version / Process Status Screen Partial Version Operations Payroll Modeling Projections / Forecasts Based 	Dana Bruce, EPA/ORD Jamie Lang, EPA/ORD Jackye Herzfeld, EPA/OB Janet Remmers, EPA/OB Billy Faggart, EPA/OB/OPAA	

#	Meeting Date	Topics Discussed (Groupings of Requirements Covered)	Attendees	Notes
		on Current Financial Data	Mara Notbusch, EPA/Region 5 Dave Patton, EPA/OB/OTS Jeff Johnston, KeyLogic Paul Ehrhardt, CGI Candice Ling, CGI Annalena Winer, CGI	
4	2-10-09	<ul style="list-style-type: none"> ▪ Crosswalking / Data Transformations ▪ Capture of Finance / Payroll Data ▪ Enabling Support Program (ESP) Allocation Process ▪ Distribution Accounts 	Dana Bruce, EPA/ORD Jamie Lang, EPA/ORD Jackye Herzfeld, EPA/OB Billy Faggart, EPA/OB/OPAA Russell Harmon, EPA/ Region 10 Meridith Sebring, EPA/OB Dave Patton, EPA/ OB/OTS Jeff Johnston, KeyLogic Paul Ehrhardt, CGI Candice Ling, CGI Annalena Winer, CGI	
5.1	2-11-09	<ul style="list-style-type: none"> ▪ OMB / Congressional Justification Process ▪ Set-Up Strategic Plan (SP) 	Dana Bruce, EPA/ORD Jamie Lang, EPA/ORD Jackye Herzfeld, EPA/OB Billy Faggart, EPA/OB/OPAA Dave Patton, EPA/ OB/OTS Meridith Sebring, EPA/OB Marissa McInnis, EPA/OPAA Maya Sjogren, EPA/OPAA Larry Palmer, EPA/OCFO Lucille Baker, EPA/OCFO Jeff Johnston, KeyLogic Paul Ehrhardt, CGI Candice Ling, CGI Annalena Winer, CGI	
5.2	2-18-09	<ul style="list-style-type: none"> ▪ Performance Management (Strategic Measures, Annual Measures, Commitments and Bidding) – PART 1 	Jamie Lang, EPA/ORD Jackye Herzfeld, EPA/OB Billy Faggart, EPA/OB/OPAA Dave Patton, EPA/OB/OTS Meridith Sebring, EPA/OB Jeff Johnston, KeyLogic Paul Ehrhardt, CGI Annalena Winer, CGI	<p>The Performance Management requirements discussed are based on documentation provided by Billy Faggart:</p> <ul style="list-style-type: none"> ▪ Report of the Performance Data Model Workgroup (November 2007) ▪ Performance Data Mart Requirements and issues 01-16-2009 for CGI.xls ▪ The Performance Data Model Workgroup Presentation
5.3	2-19-09	<ul style="list-style-type: none"> ▪ Performance Management (Strategic Measures, Annual Measures, Commitments and Bidding) – PART 2 	Jackye Herzfeld, EPA/OB Billy Faggart, EPA/OB/OPAA Dave Patton, EPA/OB/OTS Meridith Sebring, EPA/OB Jeff Johnston, KeyLogic Paul Ehrhardt, CGI Candice Ling, CGI Annalena Winer, CGI	
6	3-4-09	<ul style="list-style-type: none"> ▪ Queries and Reports ▪ Audit Trail ▪ Data Export 	Dana Bruce, EPA/ORD Jamie Lang, EPA/ORD Jackye Herzfeld, EPA/OB Janet Remmers, EPA/OB Billy Faggart, EPA/OB/OPAA Dave Patton, EPA/OB/OTS Russ Harmon, EPA /Region 10 Meridith Sebring, EPA/OB Jeff Johnston, KeyLogic Paul Ehrhardt, CGI Candice Ling, CGI Annalena Winer, CGI	

3 High-level Business Requirements

The following section documents the business requirements for this BF/PM initiative.

3.1 General Approach

This sub-section provides the definitions for each of the columns represented in the requirements spreadsheet.

HEADING 1: BF/PM Requirements

- **BF/PM Req. No.:** This column represents the numbering scheme for the requirements listed.
 - A new numbering scheme is applied to all requirements which include *added* (i.e. “New”), *modified* or *existing* requirements.
 - For example, the “SEC001” is associated to the first new requirement listed under the Security Requirement Groupings.
- **Source:** The “Source” column represents the entity/resource where the details of a given requirement were obtained.
 - For *existing* requirements, the previously/original EPA assigned requirement numbering will be displayed for purpose of providing traceability from the original documentation.
 - For existing requirements that were *modified*, the previously/original EPA assigned numbering will be annotated with an “r” to reflect revision to a specific requirement (i.e. – verbiage/wording updates).
 - For example, the previously assigned requirement number “BFM-EPA-077” where the associated requirement has been modified, the new requirement will be numbered as “BFM-EPA-077r”.
- **Requirement:** The “Requirement” column provides the actual requirement whether it was captured from the BF/PM Working Sessions and confirmed through the Meeting Minutes Reviews completed or was an existing requirement.

HEADING 2: EPA RFP Requirements

- **RFP Req. No.:** This column references the original requirement numbering scheme provided in the RFP document.
- **Source:** This column references the originating source/resource for a specific requirement found in the RFP.
- **Requirement:** This column provides the original description/content of a given requirement.

3.2 Terminology Agreements

Through the Working Sessions, in an effort to ensure clarity was achieved in the requirements for the entire agency, the group (Working Session Participants) agreed to basic terminology since Budget Automation System (BAS) and Integrated Resource Management System (IRMS) applications performed similar functions using different names and concepts. The following

exhibits show the budget resource terms the group agreed to. The latter exhibit demonstrates the desired structure for the security in the BF/PM solution.

Exhibit 1: Agreed BF/PM Solution Term for Budget Resources

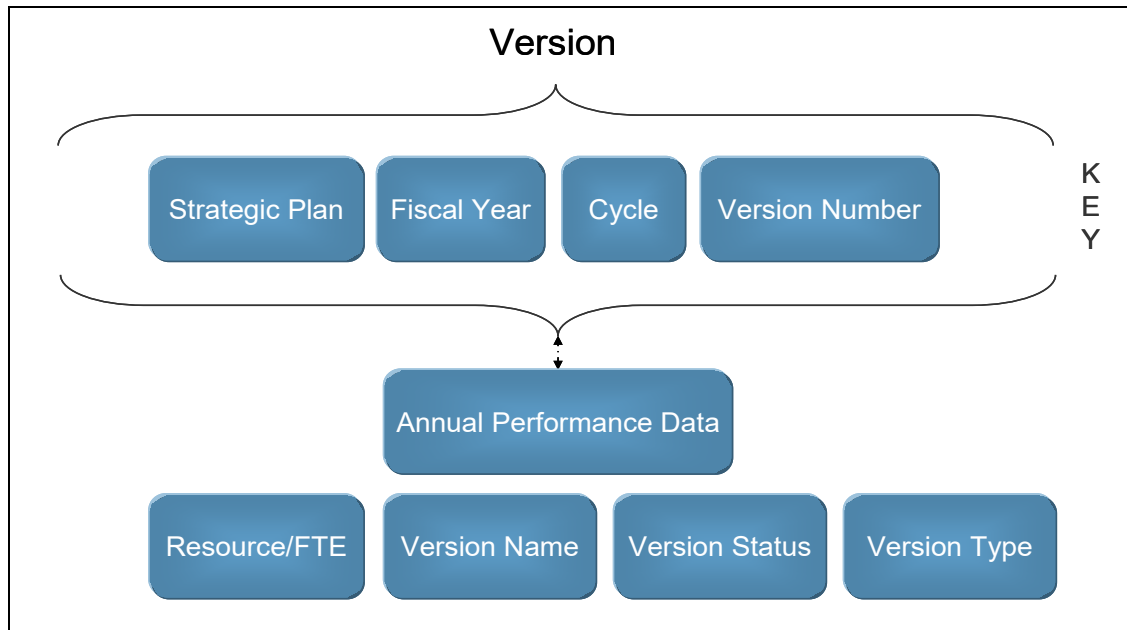
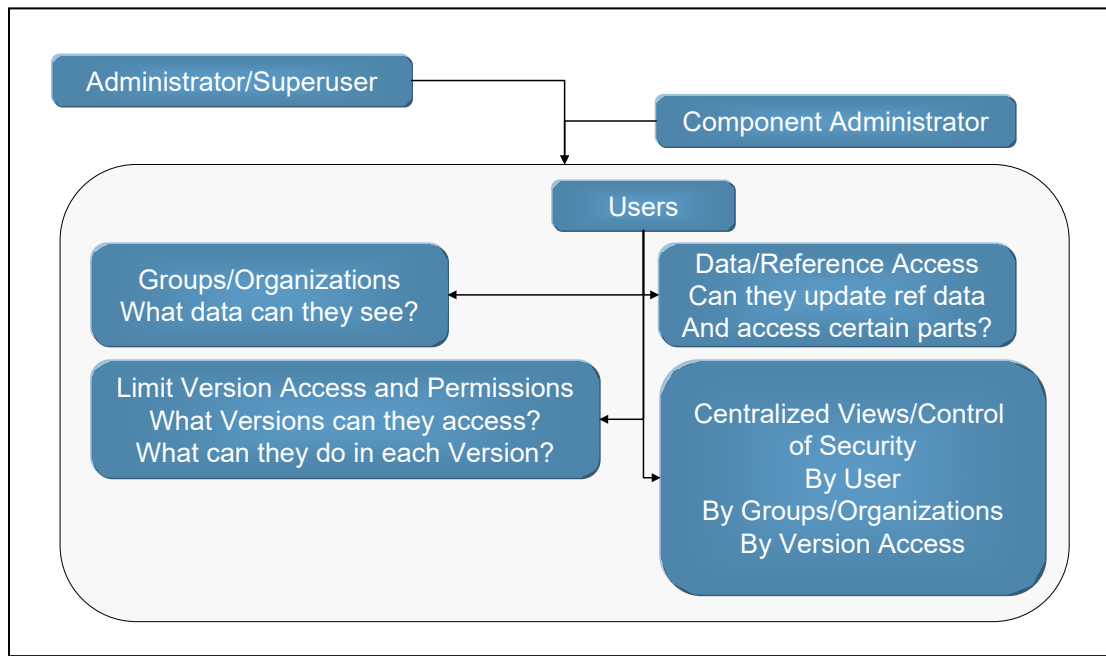


Exhibit Note: The following terminology was also agreed to:

- The current IRMS Budget Files / BAS Versions will now be referenced as “Versions” in the new BF/PM solution.
- The current IRMS / BAS What-If analysis will now be described as “Scenarios” in the new BP/PM solution.
- The IRMS Stage / BAS Cycle will now be referenced as “Cycle” in the new BP/PM Solution.

Exhibit 2: Agreed BF/PM Solution Term for Security Organization Structure



3.3 Requirements Documented

Please reference the “*Updated Business Requirements Matrix for EPA BF-PM solution*” spreadsheet for the list of requirements captured. The overview of content and definitions are also included in the “Instructions” tab of the spreadsheet.

3.4 Updated Requirements

The BF/PM Workgroup reviewed the final requirements delivered on March 19, 2009 and provided comments. This section details the revisions made to the requirements.

Previous Req #	Updated Req #	Person	Comments	Updates
Comment	FRP023, FRP024, FRP025	Dana Bruce, ORD	ORD plans to use the budgeting module to track "execution" year budgets. As such, we will need to reprogram resources within the budgeting module – we currently do this in IRMS. We initiate the lower level reprogramming in IRMS, it rolls it up to an Agency level reprogramming that is transmitted to IFMS via an interface. Once the reprogramming is approved in IFMS, IRMS automatically updates the execution year budget lines.	CGI added the following requirements to address this comment: <ul style="list-style-type: none"> • Provide the ability to transmit formulation reprogrammings to Momentum Financials if desired • Provide the ability to update the Version information with the reprogramming changes after the reprogramming has processed successfully in Momentum Financials • The reprogramming data transmitted to Momentum Financials should be summarized to the level of the accounting information needed by Momentum Financials for successful reprogramming processing
GEN001	Removed	Jackye Herzfeld, OB Janet Remmers, OB	Overall, the new system at a minimum must be able to do everything that we currently can do in BAS, as simply, as uncomplicated, as intuitive, with no additional keystrokes or clicks of the mouse. Users should not have to go to additional screens to accomplish what BAS can do now on one screen. The new system must not take additional time or work/effort to do the same tasks that can be done in BAS currently. The addition of the IRMS functions must be included in a manner that does not add any inefficiencies or complications for the OCFO Budget Office use of the system. The inclusion of IRMS functions must not create additional work for OCFO Budget Office and vice versus. The new system must be able to do at least as much as we can do now or more.	This requirement is not a valid business requirement. Software can not be developed based on this requirement.
Comment	No Changes Needed	Jackye Herzfeld, OB Janet Remmers, OB	The new system must accommodate all the fields, including inferred fields and potential inferred fields, in the Momentum Account Code. This would include coordinating the mapping tables to the inferred fields.	The inferred fields mentioned represent the Momentum dimension roll-ups. The Momentum dimensions and associated roll-ups can be configured as part of the dimensions established in Performance Budgeting. No requirement was added.

Previous Req #	Updated Req #	Person	Comments	Updates
GEN002	GEN001	Jackye Herzfeld, OB Janet Remmers, OB	Need to capture info on user accounts such as created date, created by, modified date, modified by, password last update date, password updated by, account enabled (Y/N), account disabled date and Disabled by.	CGI updated the wording in the requirement to the following: The date of last log in should be tracked by the application. The following information should be maintained in the system: created date, created by, modified date, modified by, password last update date, password updated by, account enabled (Y/N), account disabled date and Disabled by.
GEN010	GEN009	Jackye Herzfeld, OB Janet Remmers, OB	System administrator ability to toggle on/off a "change tracking" feature that will capture information about users who modify strategic planning data. Change back to original requirement because requires explanation. This applies to changes to the 'Strategic Plan' such edits to Goal, Objective code/text, etc.	CGI updated the wording in the requirement to the following: Provide the System administrator ability to toggle on/off change tracking feature that will capture information about users who modify resource data and strategic planning component data (any updates to the definition tables for the Strategic Plan)
Comment	SEC007	Jackye Herzfeld, OB Janet Remmers, OB	Ability to set up special Security Types. One that includes NPMs (NPM), one that includes Allowance holders (AH), Superuser type, OC type (OC), a BUDGET type, Component type. A security type is defined by a set of rights and functions. When a user group is created with that security type they inherit the rights and functions.	Added the following to requirement SEC007: When a user is created with that security group/organization, they inherit the rights and functions.
Comment	SEC007	Jackye Herzfeld, OB Janet Remmers, OB	Ability to set up special Security Types and assign security attributes to the group (such as restricting reserves, ability to create/delete versions, etc).	Requirement SEC013 addresses the function of handling reserves and exceptions. Added the following to requirement SEC007: and the rights and functions permitted.
Comment	SEC007	Jackye Herzfeld, OB Janet Remmers, OB	Will need to then create Security Groups based on these types and add users to these groups.	Requirement SEC007 covers the function of adding user to the security group/organization.
SEC018	SEC018	Jackye Herzfeld, OB Janet Remmers, OB	Ability to Control access to Resource, Key Program and Performance data by version by user group or user.	CGI updated the wording in the requirement to the following: Ability to Control access to Resource, Key Program and Performance data by version by user security group/organization or user.
SEC022	SEC022	Jackye Herzfeld, OB Janet Remmers, OB	Can assign security for view access only. These users can view resource or performance data in the system for versions granted view access.	CGI updated the wording in the requirement to the following: Can assign security for view access only. These users can view resource or performance data in the system for versions granted view access.
SEC023	SEC023	Jackye Herzfeld, OB Janet Remmers, OB	Ability to default Version security to no access. Version security will be done by the superuser or component administrator after the Version has been created.	CGI updated the wording in the requirement to the following: Ability to default Version security to no access. Version security will be done by the superuser or

Previous Req #	Updated Req #	Person	Comments	Updates
				component administrator after the Version has been created.
SEC024	QRP004	Jackye Herzfeld, OB Janet Remmers, OB	Is this Security? Should be in report/query.	CGI moved this requirement from the Security section to the Queries/Reports section.
RBS020	See Updates	Jackye Herzfeld, OB Janet Remmers, OB	Maintain reference table of version information (Strategic Plan, Year, Cycle, Version number and name, description, comment, version type, created by, created date, etc).	This information is covered by other requirements: Strategic Plan – SPP003 Cycle – RBS018 Version Number – RBS013 Version Comments – RBS015 Version Name – RBS012 Version Type – RBS043 CGI updated the wording in the requirement to the following: CGI updated the wording in requirement RBS043 to the following: Ability to track Version Type on Versions supported by a reference table. Ability to track created by and creation date on Versions.
RBS028	No Changes Needed	Jackye Herzfeld, OB Janet Remmers, OB	Force integrity relationship as data is entered, not after save.	No updates were done to this requirement. This information is covered by requirement RDE003.
RBS029	RBS029	Jackye Herzfeld, OB Janet Remmers, OB	Ability to prevent obsolete reference data from being used during data entry.	CGI updated the wording in the requirement to the following: Ability to prevent obsolete reference data from being used during data entry.
Comment	No Changes Needed	Jackye Herzfeld, OB Janet Remmers, OB	In addition to those fields required for implementing the Momentum Account Code structure, set aside 10 additional dimensions for agency-wide use as determined by Office of Budget (not available to Component user).	This would be a configuration item for EPA to determine which fields should be used for what purpose.
RBS045	RBS045	Jackye Herzfeld, OB Janet Remmers, OB	Ability to define set agency-wide dimensions for each Fiscal Year (dimensions that can not be used for multiple purposes in the solution). Agency-wide dimensions should reflect the accounting elements. If the dimension is not agency-wide, it can have multiple purposes across components.	CGI updated the wording in the requirement to the following: Ability to define set agency-wide dimensions for each Fiscal Year (dimensions that can not be used for multiple purposes in the solution). Agency-wide dimensions should reflect the accounting elements. If the dimension is not agency-wide, it can have multiple purposes across components.

Previous Req #	Updated Req #	Person	Comments	Updates
RBS046	RBS046	Jackye Herzfeld, OB Janet Remmers, OB	Ability to change the labels of the component user dimensions for a specified Fiscal Year and security group/organization (ORD uses dimension #12 to track Lab and OEI uses it to track Internal Project.)	CGI updated the wording in the requirement to the following: Ability to change the labels of the component user dimensions for a specified Fiscal Year and security group/organization (ORD uses dimension #12 to track Lab and OEI uses it to track Internal Project.)
IET013	No Changes Needed	Jackye Herzfeld, OB Janet Remmers, OB	AND Excel	Comma separated value (csv) will launch the desktop's spreadsheet application. Therefore, the csv file format will support launching data in Excel.
PMD012	PMD012	Jackye Herzfeld, OB Janet Remmers, OB	Ability to filter.	CGI updated the wording in the requirement to the following: Selectively exclude selected budget line items, activities, or account codes from a projection (Ability to use a filter on a projection)
PMD016	PMD016	Jackye Herzfeld, OB Janet Remmers, OB	The cost factors / adjustment types need to be supported by dynamic labeling by strategic plan.	CGI updated the wording in the requirement to the following: The cost factors / adjustment types need to be supported by dynamic labeling by strategic plan.
PVO001	PVO001	Jackye Herzfeld, OB Janet Remmers, OB	and key program data	CGI updated the wording in the requirement to the following: Ability to copy dollars, FTE, and performance data across versions and key program data
PVO002	PVO002	Jackye Herzfeld, OB Janet Remmers, OB	and key program data	CGI updated the wording in the requirement to the following: Ability to delete dollars, FTE, and performance data across versions and key program data
PVO005	PVO005	Jackye Herzfeld, OB Janet Remmers, OB	and superuser	CGI updated the wording in the requirement to the following: Only Version creator or superuser can delete a Version
PVO006	PVO006	Jackye Herzfeld, OB Janet Remmers, OB	and superuser	CGI updated the wording in the requirement to the following: Partial Version functions should be only allowed for person who created the Version or superuser
PVO011	PVO011	Jackye Herzfeld, OB Janet Remmers, OB	Ability to set resources to zero (dollars, FTE, Key Programs)	CGI updated the wording in the requirement to the following: Ability to set resources to zero (dollars, FTE, Key Programs)
PVO016	PVO016	Jackye Herzfeld, OB Janet Remmers, OB	change to 15 versions.	CGI updated the wording in the requirement to the following: Ability to merge from unlimited multiple versions to one version including merging up to 15 versions at

Previous Req #	Updated Req #	Person	Comments	Updates
				once
PVO021	PVO021	Jackye Herzfeld, OB Janet Remmers, OB	If a data column is excluded from the copy or tranformation, the results roll-up.	CGI updated the wording in the requirement to the following: If a data column is excluded from the copy or transformation, the results roll-up.
PVO029	PVO029	Jackye Herzfeld, OB Janet Remmers, OB	Resource Data entry	CGI moved this requirement from the Partial Version Operation section to the Resource Data Entry section.
PVO030	PVO030	Jackye Herzfeld, OB Janet Remmers, OB	Resource Data entry	CGI moved this requirement from the Partial Version Operation section to the Resource Data Entry section.
RDE11	RDE11	Jackye Herzfeld, OB Janet Remmers, OB	Ability to filter records.	No updates were done to this requirement. This requirement is meant to reflect having search criteria versus applying a stored filter.
RDE019	RDE019	Jackye Herzfeld, OB Janet Remmers, OB	Ability to save data while a filter is in use.	No updates were done to this requirement. Normal editing privileges would cover saving updates to a record even after the filter has been applied.
RDE037	RDE037	Jackye Herzfeld, OB Janet Remmers, OB	Interface should go both ways.	No updates were done to this requirement. The word 'between' infer both ways for the interface.
RDE046	RDE046	Jackye Herzfeld, OB Janet Remmers, OB	This applies to both track changes and reprogrammings	No updates were done to this requirement. This requirement only addresses the functions needed for data entry purposes. Requirement FRP006 addresses the reprogramming functions.
FRP006	FRP006	Jackye Herzfeld, OB Janet Remmers, OB	Ability to group several lines of resource changes together as a set and attach a purpose, creating a reprogramming.	CGI updated the wording in the requirement to the following: Ability to group several lines of resource changes together as a set and attach a purpose, creating a reprogramming.
KPR006	KPR006	Jackye Herzfeld, OB Janet Remmers, OB	Version status should indicate whether version contains Key program data.	CGI updated the wording in the requirement to the following: Version status should indicate whether version contains Key program data.
VPS001	No Changes Needed	Jackye Herzfeld, OB Janet Remmers, OB	Provide a single screen with ability to view all versions status information, by version (SP/Year/Cycle/Version) to include flags indicating presence of dollars, FTEs, Key program \$\$, Key	Comments provide information on the screen layout. Other requirements address achieving the functions described.

Previous Req #	Updated Req #	Person	Comments	Updates
			Program FTE, performance data, whether version has a program area set assigned, has ESP allocations, security exceptions, if status is Final, created by user name and date. This screen should also display selected version resource totals and extensive version comments as well as indicate whether change tracking is enabled.	
VPS003, VPS005-VPS011, VPS016-VPS017	VPS003	Jackye Herzfeld, OB Janet Remmers, OB	On one status screen showing all versions.	CGI updated the wording in requirement VPS003 to the following: Ability to view version status, version cycle, version type and version comments for several versions retrieved at the same time (looking at one record after another)
CDT014	CDT014	Jackye Herzfeld, OB Janet Remmers, OB	Actuals data is refreshed nightly and stored as a Version (overwritten)	CGI updated the wording in the requirement to the following: Actuals data is refreshed nightly and stored as a Version (overwritten)
CDT015	CDT015	Jackye Herzfeld, OB Janet Remmers, OB	Actuals data is stored off Monthly (separate Version)	CGI updated the wording in the requirement to the following: Actuals data is stored off Monthly (separate Version)
CDT016	CDT016	Jackye Herzfeld, OB Janet Remmers, OB	SP crosswalk for formulation Versions should be based on a set of customized rules and applied electronically to specific data.	CGI updated the wording in the requirement to the following: SP crosswalk for formulation Versions should be based on a set of customized rules and applied electronically to specific data.
FPD009-FPD015	Removed	Jackye Herzfeld, OB Janet Remmers, OB	Repeat of FPD002-FPD008	CGI removed the duplicate requirements.
FPD019	FDP012	Jackye Herzfeld, OB Janet Remmers, OB	Ability to load Actuals Payroll and FTE data by pay period to generate a straight line projection with ability to apply enrichment factors based on the current pay period (Resource Type)	CGI updated the wording in the requirement to the following: Ability to load Actuals Payroll and FTE data by pay period to generate a straight line projection with ability to apply enrichment factors based on the current pay period (Resource Type)
Comment	FDP016	Jackye Herzfeld, OB Janet Remmers, OB	Ability to capture (Resource Type) non payroll PCB data from Financial system.	CGI added the following new requirement under the Financial/Payroll Data section: Ability to capture (Resource Type) non payroll PCB data from Financial system.
FDP020	FDP013	Jackye Herzfeld, OB Janet Remmers, OB	For Actuals Payroll data, the ability to produce FTE utilization from the Payroll Costs and hours (Resource Type) and FTE journals	CGI updated the wording in the requirement to the following: For Actuals Payroll data, the ability to produce FTE utilization from the Payroll Costs and hours (Resource

Previous Req #	Updated Req #	Person	Comments	Updates
				Type) and FTE journals
FDP021	PMD046	Jackye Herzfeld, OB Janet Remmers, OB	Should this be under payroll modeling? Is this the raw payroll data import?	CGI moved this requirement from the Financial/Payroll Data section to the Payroll Modeling section.
FDP022-FDP025	PMD047-PMD050	Jackye Herzfeld, OB Janet Remmers, OB	Payroll modeling?	CGI moved this requirement from the Financial/Payroll Data section to the Payroll Modeling section.
Comment	ESP025	Jackye Herzfeld, OB Janet Remmers, OB	Systems Assurance reports should also capture whether an ENV program project does not have a goal or a an ESP program project is assigned a goal in addition to assuring everything (except for resources in an NS program project such as rescissions to prior year funds) are allocated.	CGI added the following new requirement under the ESP section: Systems Assurance reports should also capture whether an ENV program project does not have a goal or a an ESP program project is assigned a goal in addition to assuring everything (except for resources in an NS program project such as rescissions to prior year funds) are allocated.
ESP015	ESP015	Jackye Herzfeld, OB Janet Remmers, OB	Not sure what this is	CGI updated the wording in the requirement to the following: Provide ability to have Even, Prorated or All distribution/allocation of dollars or FTEs
ESP016	ESP016	Jackye Herzfeld, OB Janet Remmers, OB	Ability to indicate whether a Program Project is ENV or ESP in reference table.	CGI updated the wording in the requirement to the following: Ability to indicate whether a Program Project is ENV or ESP in reference table.
ESP017	RDE057	Jackye Herzfeld, OB Janet Remmers, OB	This requirement belongs in resource data entry. This edit should occur before you get to ESP allocations (though ESP allocation systems assurance report should identify these issues as well).	CGI moved this requirement from the Enabling Support Program (ESP) section to the Resource Data Entry section.
ESP021	ESP020	Jackye Herzfeld, OB Janet Remmers, OB	Ability to create allocated reports that are a mixture of allocated and direct data.	CGI updated the wording in the requirement to the following: Ability to create allocated reports that are a mixture of allocated and direct data.
ESP022	ESP021	Jackye Herzfeld, OB Janet Remmers, OB	Ability to create allocated reports that are a mixture of allocated and direct data. (*Note: fully 'funded' should be fully 'loaded')	CGI updated the wording in the requirement to the following: Ability to create allocated reports that are a mixture of allocated and direct data. (*Note: fully 'funded' should be fully 'loaded')

Previous Req #	Updated Req #	Person	Comments	Updates
Comment	ESP024	Jackye Herzfeld, OB Janet Remmers, OB	Distribution accounts actually update the accounting string with information from the template (eg. Adds goal/obj or local code) whereas ESP allocations do not modify the original record but create links to the ENV reports they support.	DST006 addresses the identification of the result records. ESP025 was added as follows: ESP allocations do not modify the original record but create links to the ENV records they support.
DST011	ESP023	Jackye Herzfeld, OB Janet Remmers, OB	Should be under ESP allocation	CGI moved this requirement from the Distribution Account section to the Enabling Support Program (ESP) section.
PRF005	PRF005	Jackye Herzfeld, OB Janet Remmers, OB	Project 10 future years of outlay data based on the current outlays and budget authority	CGI updated the wording in the requirement to the following: Project 10 future years of outlay data based on the current outlays and budget authority
PRF006	PRF006	Jackye Herzfeld, OB Janet Remmers, OB	Non Payroll PC&B (e.g. transit subsidy) added automatically (actuals taken from financial system)	CGI updated the wording in the requirement to the following: Non Payroll PC&B (e.g. transit subsidy) added automatically (actuals taken from financial system)
QRP003	QRP003	Jackye Herzfeld, OB Janet Remmers, OB	This would be an allocated report.	No updates were done to this requirement. This comment was noted.
Comment	No Changes Needed	Jackye Herzfeld, OB Janet Remmers, OB	Report data should be exportable to different formats (eg. Excel, PDF, MDI, Word, etc)	No updates were done to this requirement. This information is covered by requirement IET013.
Comment	VPS011	Jackye Herzfeld, OB Janet Remmers, OB	Program Area Maintenance - need to be able to create/maintain table of Program Area Sets associated with Strategic Plan, Year and cycle with a description. For each set we need to identify approp, sub approp, Program Area, Program Project, Sub Program Project and the sort order for each. Table should be exportable/importable in multiple formats. Should have ability copy to a new SP/Year/Cycle and edit.	CGI updated the wording in the requirement to the following: Ability to create/maintain table of Program Area Sets associated with Strategic Plan, Year and cycle with a description. Each set should be used to identify approp, sub approp, Program Area, Program Project, Sub Program Project and the sort order for each field.
SPP023	SPP023	Billy Faggart, OW	Probably need to explain relation of Assoc. Measures. Annual Measures created for a given Strategic Measure can also be attached read-only as Associated Measures to any other SM.	CGI updated the wording in the requirement to the following: Annual Measures created for a given Strategic Measure can also be attached read-only as Associated Measures to any other SM. There is no limit for the number of associated annual measures on a SM.
SPP024	SPP050	Billy Faggart, OW	An AM can have a direct relation (be a direct descendant) to an AM from a prior FY (requires same data type and units), or an AM can have an indirect relation to a prior year's AM with no restrictions whatsoever.	CGI moved this requirement from the Strategic Measures section to the Annual Measures section. CGI updated the wording in the requirement to the following: An AM can have a direct relation (be a direct

Previous Req #	Updated Req #	Person	Comments	Updates
				descendant) to an AM from a prior FY (requires same data type and units), or an AM can have an indirect relation to a prior year's AM with no restrictions whatsoever.
SPP027	SPP024	Billy Faggart, OW	Again, Associated Measures are tied to Strategic Measures. Creators of SMs can create SM-specific AMs for which they collect data, and they can assign other people's AMs as read-only Associated Measures.	CGI moved this requirement from the Annual Measures section to the Strategic Measures section. CGI also updated the wording in the requirement to the following: Creators of SMs can create SM-specific AMs for which they collect data, and they can assign other people's AMs as read-only Associated Measures
Comment	SPP025	Billy Faggart, OW	Comments on SPP037: And the corollary that an SM needs to have one directly linked AM. SM would be visibly highlighted as incomplete until such an AM is assigned.	CGI did not update SPP037 but instead added the following new requirement under the Strategic Measure section: SM needs to have one directly linked AM. SM would be visibly highlighted as incomplete until such an AM is assigned.
SPP107	SPP108	Billy Faggart, OW	PART is just another selectable measure attribute, much as internal/external, efficiency, etc. Again, probably good to label as 'OMB Measure' as opposed to 'PART' per sea...new administration looks to already be phasing out the term.	CGI updated the wording in the requirement to the following: Ability to maintain OMB Measure performance information measures
SPP109	SPP083	Billy Faggart, OW	Yes, but they would also show up in various data entry forms, such as where users enter results for their active and open AMs.	CGI updated the wording in the SPP083 requirement to the following: Results entry screen should filter down to AMs that the user has access to and show the most current results for the AM. This would include active and open AMs.
GEN010	GEN009	Jeff Johnston, Keylogic	GEN009 takes care of this requirement. This particular requirement should still say "...toggle of/off a 'change tracking' feature that captures not only user information, but also a user-supplied rationale for making the change..." Discussed with Jackye on 3/25, she agrees. Ties to line 77 below, BFM-EPA-050 from the original RFP.	CGI updated the wording in the requirement to the following: Provide the System administrator ability to toggle on/off change tracking feature that will capture information about users who modify resource data and strategic planning component data (any updates to the definition tables for the Strategic Plan)
RDE057	Removed	Annalena Winer, CGI	Allow lower level Component users to manipulate only their own Component data in a simpler approach	This requirement is not a valid business requirement. Software can not be developed based on this requirement.

4 Open Issues

The following tables provide listings of Open Issues related to this Document.

4.1 Open Issues

The following table lists Open Items related to this document.

Open Issue Number	Description	Responsible Party	Expected Completion Date	Resolution
1	Should historical data be converted? And if so, should it be converted into the new Accounting Code Structure? No specific requirements related to conversion were documented.	OB	Pending solution decision	